

English as a Second Language (ESL) Instructor Volunteer Program Information

The City of Raleigh Parks and Recreation English as A Second Language Program would like to offer you a great opportunity. Eligible English as Second Language (ESL) instructors will go through an in-house orientation offered through the City of Raleigh. Your first step towards entering our program is to:

Your first step towards entering our program is to:.

- ♦ Fill out the application below.
- ♦ Write a letter of intent (or cover letter).
- ♦ Submit a copy of your resume.
- ♦ Send the above materials to the Raleigh Parks and Recreation ESL Program office.

Address: 2401 Wade Avenue, Raleigh, NC, 27607

Once those documents are received, you will be able to sign up for a screening. You may schedule a screening by calling 831-6844. At the screening we will evaluate you on the following prerequisites:

ESL Volunteer prerequisites:

- ❖ **Have class experience teaching in an educational format.** ESL teaching education and experience is a plus.
- ❖ You must be at least 18 years old by the first day of your screening. Bring an ID or birth certificate to validate your age. No exceptions.
- ❖ Have a genuine love for teaching ESL classes
- ❖ English fluency
- ❖ Comfortable working with people from different ethnic, national, cultural, social-economic backgrounds.
- ❖ Enjoys teaching, patient, good listener, able to generate enthusiasm for classroom activities, able to assess and respond to learners' needs, interests, and levels of understanding.
- ❖ Pass a background check with the City of Raleigh

NOTE: **After the successful completion of the volunteer screening, you will be contacted to let you know if you are eligible to participate in our volunteer program.**

Volunteer Position Description:

Teach an ESL class once a week (weekly evening hours or weekends) for up to two hours for a period of at least 6 months. A curriculum is provided and can be modified. Assist in promoting class/classes around the community.

City of Raleigh Orientation:

New ESL instructor volunteers participate in a 6-hour in-house orientation in which they explore a variety of materials, techniques, and strategies to use in teaching students whose primary language is other than English. The primary goal of teaching is to help students improve life skills necessary to reach individual goals.

ESL staff will be checking on your progress as an instructor throughout your volunteering teaching or assistant teaching time to see if you need further assistance.

Volunteer Obligations:

- ✓ You will be expected to attend and complete the City of Raleigh Orientation before you are allowed to teach or assistant teach.
- ✓ If you are NOT able to complete the City of Raleigh Orientation, you will not be able to teach or assist.
- ✓ Some examples of the breaking of this volunteer agreement would include:
 - Unsatisfactory performance
 - Not attending volunteer meetings and/or actual teaching sessions
 - Failure to report to class assignment when scheduled (staff centers will monitor if you do not show up)
 - Not completing your volunteer commitment
- ✓ You are expected to comply with our need to assign a teaching assistant to your class session. This is part of the training process for volunteers.

****You will be required to complete your teaching assignments within a 6 month period. Monica Quechol-Bradley, ESL Program Director will provide you with a copy of the meeting dates, times and locations.**



Raleigh Parks & Recreation Department English as a Second Language Instructor Volunteer Agreement

Name: _____ is enrolling in the Raleigh Parks & Recreation Department ESL Instructor Volunteer program. As a participant in this program, the following commitments are to be seen to completion:

1. Completion of ESL instructor volunteer orientation course at the City of Raleigh.
2. Assignment as a volunteer to one of the City of Raleigh community centers or designated non-City of Raleigh locations. He/she would be committed to volunteer a total of 2 hours a week for a period of 6 months or longer in order to fulfill this obligation.
3. All volunteer hours must be completed during the 6 months volunteer program.

Failure to follow through with the above obligations will result in the termination of this volunteer agreement. This would include unsatisfactory volunteer performance once assigned to a community center.

Signed _____ Date _____
Volunteer

Participant must be 18 years of age or older to participate in our program.



City of Raleigh Parks and Recreation ESL Instructor Volunteer Application

(Volunteers must complete the attached background investigation and Park or Program Release & Indemnity Form.)
Please print or type.

Name: _____
Last First Middle Initial

Address: _____ City: _____ State: ____ Zip: _____

Phone: (home): _____ (cell): _____

Email: _____ Birthday: _____

Agency or Group (if applicable): _____

Special talents or skills: _____

What type of schedule would work for you: _____

In case of emergency, notify: _____

Relationship: _____ Phone: _____

Number of Hours Assigned (if applicable): _____ Deadline for completion: _____

Please sign below when you have read and understand all statements:

I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.

I understand that the Raleigh Parks and Recreation Department reserves the right to screen volunteers, and the Department will not accept as a volunteer anyone who would jeopardize any aspect of service or the safety of Parks and Recreation customers and staff.

I understand that if I am unable to show up for a scheduled time for any reason, I am to notify my supervisor as soon as possible.

I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated by the affected park site/ program supervisor.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the department/division to which I am assigned.

I will also not abuse any information, materials, or hardware I may use or obtain while volunteering.

Applicant Signature: _____ **Date:** _____

*Participant must be at least 18 years of age or older to participate in this program.

Non-Discrimination Policy – The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with either the Director of the Raleigh Parks and Recreation or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240



City of Raleigh Parks and Recreation Record of Volunteer Hours

Volunteer's Name: _____

Address: _____

Phone: _____ **Email:** _____

Agency/ Group (if applicable) _____

Dates and hours served (please include month, day and year):

Date	Hours	Supervisor Signature

Total hours served at this agency: _____

Site/ Program: _____

I verify the volunteer has volunteered the dates and hours as listed above.

Signature of Site/ Program Supervisor_____

**Volunteers must forward a copy of this form to the ESL Coordinator at
2401 Wade Avenue, Raleigh, NC 27607 after hours are completed for each 6-week sessions.**

RALEIGH PARKS AND RECREATION

RELEASE, COVENANT NOT TO SUE, AND INDEMNITY

AGREEMENT

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh's Parks and Recreation Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, I agree that I will personally supervise the child during the activity, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity.

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Name of Participant: _____

Signature (of parent/legal guardian if under 18): _____

Address: _____

Printed Name of Parent/Legal Guardian: _____

Date signed: _____

**Examples of Offenses Considered Unacceptable for Employment/ Volunteer
with the City of Raleigh Parks and Recreation Department**

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter
Murder
Homicide
Abduction (of child or adult)
Robbery
Carjacking
Extortion
Felony Stalking
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)
Drive by shootings
Child abuse/neglect
Possession of child pornography
Escape from jail
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)
Prostitution
Rape
Embezzlement
Forgery
Burglary or Larceny
Possession of weapon on school grounds, possession of weapons to cause mass destruction
Resisting a Public Officer
Domestic Abuse
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background checks will be performed on each Candidate/Volunteer:

- 1: **National Offender Registry Check** = Results available at <http://www.nsopr.gov/>
2. **NC Department of Corrections** = Results available at http://webapps.doc.state.nc.us/apps/offender_servlets/search1
3. **AOC/CCBI Statewide Record Check** = Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.

Office Use Only:

Instructor's (Volunteer) Name: _____

Forms turned in:

_____ Letter of Intent
_____ ESL Instructor Volunteer Agreement
_____ Resume
_____ City of Raleigh Parks and Recreation ESL Instructor Volunteer Application
_____ Raleigh Parks and Recreation Release, Covenant Not To Sue, and Indemnity Agreement
_____ City of Raleigh Parks and Recreation Investigative Background Check

Community center/Facility assigned: _____

Training track:

List name and dates of training/orientation: